

Reproduction and Printing**DESCRIPTION**

The City provides printing services to all City agencies through the Reproduction and Printing Division of the Bureau of Purchases.

SCOPE

All requests for reproduction and printing services must be submitted to this in-house printing facility.

PRINTING BY OUTSIDE VENDORS

Agencies are not authorized to send printing requests to outside vendors unless prior approval has been obtained from the Printing and Graphics Division.

The Disbursements Division of the Bureau of Payroll and Disbursements will not pay any invoices from outside vendors for printing services unless such invoices have been approved by the Printing and Graphics Division.

SERVICES AVAILABLE

The Reproduction and Printing Division offers the following services:

- Graphic design - professional assistance in the design of printed material.
- Composition - typesetting in a wide selection of type styles and sizes, utilizing desktop publishing.
- Camera, stripping, and platemaking - lithographic photography; press preparation of line art and photographs.
- Presswork - printing services utilizing a wide variety of equipment.
- Binding services to include:
 - Cutting
 - Collating
 - Stitching, i.e., stapling.
 - Spiral Binding
 - Saddle Stitch Binding
 - Perfect Binding
 - Drilling, i.e., hole punching
 - Perforating
 - Numbering.

Reproduction and Printing

- Folding.
- Wrapping

PRINTING CATEGORIES

Printing jobs are divided into (3) three categories:

- First Printing - the initial production on any job.
- Repeat Printing - any production after the initial production involving no changes.
- Printing with Changes - any change in specification or format from the previous production. (If such changes exceed 1/4 of the total format, the request should be considered a "First Printing".)

PROOFS

A proof is an accurate picture of the final material before printing. Proofs for all "First Printing" and "Printing with Changes" jobs must be approved by the requester prior to printing.

COMPLETION OF PRINTING JOBS

FIRST PRINTING OR PRINTING WITH CHANGES

After the receipt by Printing and Graphics of final approved proofs, every effort will be made to satisfy the requester's delivery requirements.

REPEAT PRINTING

After the receipt by Printing and Graphics an approved PURCHASE REQUISITION (28-1448-5123) (AM-301-1-1), every effort will be made to satisfy the requester's delivery requirements.

ORDERING PRINTED MATERIAL

To order printed materials, a PURCHASE REQUISITION must be submitted. See AM-504-1-1 for details. Any order estimated at \$1,000.00 or less may be submitted with a Printing and Graphics Request for Services (28-0706-0511 Rev. 4/94).

QUICK COPY CENTER

In addition to printing, Printing and Graphics operates the Quick Copy Center to provide timely and inexpensive copying of originals. See AM-504-2 for complete information.